

Conference Planning Progress Report

Please aim to submit your progress report approximately six months before your conference, and no later than four months prior to the event. Please send your report to your Science Atlantic Committee Chair and also email to: conferences@scienceatlantic.ca.

Your progress report is critical, as it will allow you to assess where you are in your planning, while giving you ample time to adjust or modify any aspects of your event to minimize issues. It should be noted that in order to receive funding from Science Atlantic, you must submit a midterm report and draft budget.

Person completing this form:

Name: _____
Email: _____
Phone: _____

Conference information:

Name: _____
Location: _____
Date(s): _____

Please attach a draft budget

Download the budget template by hovering over the Treasurer tab on any Conference-in-a-Box page and selecting Budget/Financial Report Template.

Budget attached

Sponsors approached/to be approached:

Sponsor	Amount requested	Y/N/undecided

Any questions or concerns:

